How is your field *and* lab data stored and managed?

Paper records or Word documents	Spreadsheet(s): STORET/WQX	Database(s): Access, Oracle	A combination of these...

Paper records or Word documents

Paper data records and electronic Word documents are cumbersome to manage and analyze.

Recommendations:

- Convert your data to an electronic format such as the STORET-compatible data template to allow for full use of your data

- **Request that your lab submit data in an electronic format which matches your field data (provide the STORET-compatible template as a guide)**

- STORET/WQX template: http://www.epa.gov/storet/ wqx/wqxweb_downloads. html

Spreadsheet(s): STORET/WQX

Properly formatted spreadsheets can be transmitted to the STORET warehouse via WQX Web.

Recommendations:

- Organize your data in columns (not rows) to facilitate use of WQXWeb

- Use the template to guide which parameters should be included in your spreadsheet

- Develop a storage plan for naming and tracking spreadsheet revisions, and back up your data in case of accidental loss

Database(s): Access, Oracle

Databases ensure data consistency and functionality, but management and operation can be difficult.

Recommendations:

- Use the template to guide which parameters should be included in your database

- Combine field and lab data into a single database for full use of your water quality data

- Back up your data in case of accidental loss, and devise a system for tracking updates and uploads

A combination of these...

Conversion of your data into a single electronic system is ideal for optimal use of your water quality data.

Recommendations:

- Consider your Tribe's data management objectives, and devise a system which meets your needs and grant reporting requirements

- Consider use of the STORET-compatible data template as a first step in your data management process